

## **SUGGESTIONS CONCERNING THE LANGUAGE TRAINING PROGRAM WHICH MIGHT BE INCLUDED IN AN ARTICLE ON CIA**

Recognizing the importance of foreign language competence in performing its various tasks, CIA carries on active training programs to cultivate foreign language proficiency among its employees. The goal is for as many employees as possible to have a working knowledge of at least one language other than English. With a capability to teach more than fifty languages, CIA can stand behind this objective.

Many employees are already proficient, particularly in the widely used languages such as French, German, Russian and Spanish. CIA provides the opportunity and encourages its employees to study many of the less known tongues as well as the so called "world languages."

Training is comprehensive. It is designed to fit both immediate and projected needs. It is offered both within the Agency and in outside institutions, on a part-time or a full-time basis. Instruction is at various levels and is given in formal classes or tutorially.

Classes are conducted before, during, and after regular working hours, thus providing a flexible opportunity for all employees who need such training. Up to date teaching methods are used, involving both formal classroom instruction and a definite amount of required work in a language laboratory. Laboratories are equipped with semi-soundproofed booths where the student can listen to tape recordings in the language of his study. He also has access to foreign language records, books, maps, magazines and films.

Whenever practicable and as a supplement to CIA's internal resources, many language students are sent to programs conducted by other Government agencies and use is made of language courses in universities and other private institutions. As it is with the Agency's internal programs for language development, students sent to outside facilities receive training without cost to themselves other than their effort and time.

Understanding a foreign language is not the sole province of the employee. In an increasing number of cases, classes in the Agency are opened to the dependents of personnel being assigned overseas in order that they can learn at least the rudiments of a required foreign language.

- 2 -

The over-all aim in carrying on this extensive program is to develop foreign language competency adequate to the Agency's needs. Regular inventory of the language qualifications of its employees is the Agency's barometer for this achievement. The Agency is ever aware of its expanding responsibilities, and with this awareness comes a corresponding effort to develop and maintain the capabilities of its employees.